



## Standard Operating Procedures For Food Handling Information and Procedures

Facility Name:	
Facility Mailing Address:	
Owner Name:	
Phone Number:	

Below, please find topics which you will need to address. Describe after each, the procedures for educating your staff regarding food safety and good retail practices in order to help eliminate possible introduction of pathogens, chemical and physical objects into foods.

### **Section 1----Employee Orientation and Training**

List the topics you will cover and the frequency of the training:

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### **Section 2----Employee Health and Hand Washing**

Describe the proper attire for your food service workers:

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Describe your policy for proper hair restraint:

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**Section 6-----Thawing**

Describe process for ensuring frozen potentially hazardous food will be thawed in an approved manner (COMAR10.15.03.09D):

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**Section 7----Preparation**

Indicate whether any special processing of foods will be conducted on site (i.e., Reduced Oxygen Package/ROP, Sous Vide, Smoking, Curing, Fermenting, Dehydration, Sushi, etc.):

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Describe how you will prepare foods to ensure there is no potential between foods which are “ready to eat” and raw meats or seafood:

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Include specific information for any process or procedure which incorporates ‘pooling’ of eggs (COMAR 10.15.03.09C):

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Describe how staff will prepare foods in order to eliminate bare hand contact with the foods that are “ready to eat”:

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Describe how foods will be prepared so as to minimize the time that the food is out of refrigeration:

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**Section 8----Cooking**

Where will you look to find the required cooking temperatures of food in Maryland.

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**Section 10----Cold Holding**

Describe how you will cold hold frozen or refrigerated product:

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Describe how you will monitor the product to ensure the internal temperature is below 0° in the freezer or 41° in the refrigerator:

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Describe what will be done if the product’s internal temperature is found above 41°:

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Describe how you will cold hold product for service:

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**Section 11----Cooling Cooked or Hot Held Foods**

Describe where foods will be cooled:

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Describe how you will cool the food in accordance with COMAR 10.15.03.11B:

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Describe how you will monitor the product to ensure that the internal temperature drops from 135° to 70° in 2 hours or less and from 70° to 41° in 4 hours or less:

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Describe what action will be taken should the product not cool within the time/temperature requirement:

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**Section 14----Water Supply, Sewer and Grease Trap**

Describe the source of potable water to the facility:

If the facility is on a private well, the water supply will need to be sampled quarterly for bacteria and yearly for nitrates.

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Describe the sewer system of the facility:

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If the facility is on a private septic system how will it be maintained:

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Describe the grease trap and how it will be maintained:

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NOTE: Please refer to Maryland COMAR regulations 10.15.03 for the regulations regarding food service facilities and the answers to these questions. The regulations may be found on the Maryland COMAR regulation website or on the Queen Anne’s County Department of Health web site under Environmental Health.